

SCHEDULE NO. C- 789SUPERSEDES SCH. NO. n/a

PRINCE GEORGE'S COUNTY
OFFICE OF CENTRAL SERVICES
ADMINISTRATIVE SERVICES SECTION
RECORDS MANAGEMENT CENTER

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF CORRECTIONS**PERSONNEL SERVICES DIVISION**

ITEM NO.	DESCRIPTION	RETENTION/DISPOSITION
I.	<u>RECRUITMENT & BACKGROUND INVESTIGATIONS SECTION</u>	
A.	Employee Background Investigation Records	Retain 3 years after the employee's tenure in the Department, then destroy.
B.	Applicant Records -- Active (Under Consideration)	Retain as long as applicant remains under consideration.
C.	Applicant Records-- Inactive (No Longer Under Consideration)	Retain 3 years, then destroy.
II.	<u>HUMAN RESOURCES & CAREER DEVELOPMENT SECTION</u>	
A.	Correctional Entrance Level Training Records	Retain 30 years, then destroy.
B.	In-Service Training Records, which include but are not limited to curricula, sign-in sheets, training schedules, tests and test results for standard in-service training and special supervisors' and administrators' courses.	Retain 8 years, then destroy.

<u>Mary E. Crumback</u>	PLANNING & RESEARCH SECTION CHIEF	<u>2/10/97</u>
SIGNATURE	TITLE OF DEPT/AGENCY REPRESENTATIVE	DATE
<u>Karen Greil</u>	COUNTY RECORDS MANAGER	<u>2/21/97</u>
SIGNATURE	TITLE	DATE

SCHEDULE AUTHORIZED BY MARYLAND STATE ARCHIVES

<u>Edward C. Saperstein</u>	STATE ARCHIVIST	<u>APR 09 1997</u>
SIGNATURE	TITLE	DATE

**PRINCE GEORGE'S COUNTY
RECORDS MANAGEMENT CENTER
RECORDS RETENTION AND DISPOSAL SCHEDULE**
(CONTINUATION SHEET)

DEPARTMENT OF CORRECTIONS		PERSONNEL SERVICES DIVISION
ITEM NO.	DESCRIPTION	RETENTION/DISPOSITION
C.	Security Orientation Records	Retain 30 years, then destroy.
D.	Lesson Plans	" "
E.	Records of training required by Maryland Occupational Safety and Health Administration (MOSHA) (e.g., Toxic Chemicals, Bloodborne Pathogens)	Retain 3 years after training session, then destroy.
F.	CPR Certification training records	" "
G.	First Aid Training Records	Retain 1 year after training session, then destroy.
H.	Firearms Qualification & Requalification Records	" "
I.	Instructor Certification Records	Retain 30 years, then destroy.
III.	<u>PERSONNEL SECTION</u>	
A.	Departmental Employee Personnel Files	Retain 2 years after employee's separation, then forward to Office of Personnel.
B.	Miscellaneous Personnel Records, including Personnel Board hearings/findings, Personnel Action Requests, Requests to Hire, Monthly Manpower Analysis Reports, and Affirmative Action Monitoring Reports	Retain 3 years, then destroy.
IV.	<u>PLANNING & RESEARCH SECTION</u>	
A.	Planning Documents and associated information, including departmental goals and objectives, applications for State funding of construction of departmental facilities, departmental input into the Public Safety Master Plan developed by Maryland-Nat'l Capital Park & Planning Commission	Retain 5 years, then destroy.
B.	Forms Control records and associated information, including county Forms Review Requests and internal forms approval documentation	Retain 2 years, then destroy.

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ITEM NO.	DESCRIPTION	RETENTION/DISPOSITION
C.	Performance Audits and associated materials, including performance audit reports and responses thereto, and reports on departmental efforts regarding audit pliance	Retain for current and preceding audit cycles, then destroy.
D.	Certification Files and related information regarding standards set by the Maryland Commission on Correctional Standards, including official documentation files, working files and associated correspondence	Retain for current audit cycle, then destroy.
E.	Accreditation Files and related information regarding standards set by the (national) Commission on Accreditation for Corrections, including official documentation files, working files and associated correspondence	" "
F.	Departmental Official Manuals Files, which consist of source materials, correspondence and annual review forms regarding each departmental Policy and Procedure, each Post Order (SOP for each security post), and the Inmate Handbook	Retain 3 years, then destroy.
G.	Sign-off sheets for acceptance of official documents (see F. above) by staff	Retain 10 years, then destroy.
H.	Research records and associated information, which include but are not limited to management reports, miscellaneous population statistics, and responses to questionnaires	Retain 5 years, then destroy.